### PRE-CONSTRUCTION INFORMATION

### for

### Refurbishment of 2nd & 3rd to include fire protection upgrades to remaining Floors of the Tower Building

###  At

### City College Plymouth

### Kings Road

### Plymouth

### PL1 5QG

### on behalf of:

### City College Plymouth

### Prepared in accordance with:

#### The Construction (Design and Management) Regulations 2015

## 06th February 2024

##### Job Ref: RFQ 209/CCP

######  PRE-CONSTRUCTION INFORMATION PACK CONTENTS

* 1. Introduction
	2. Executive Summary
	3. The Project Goal
	4. Project Information
	5. Location and nature of the work
	6. Project Directory
	7. Programme
	8. Extent and Location of Existing Records and Plans
	9. Environmental Restrictions and Existing On-Site Risks
	10. Safety Hazards
	11. Health Hazards
	12. Hazardous Materials From Past or Present Usage
	13. Other Hazards
1. Communication Requirements for Design Changes
2. Significant Design and Construction Hazards
	1. Construction Process Hazards
	2. Significant Construction Hazards: The Design
	3. The Workplace (Health, Safety and Welfare) Regulations 1992
3. Client’s Considerations and Management Requirements
	1. Clients Considerations
	2. Management Requirements – CDM Regulations 2015
	3. Management Requirements – Welfare
	4. Management Requirements – Other Relevant Legislation
	5. Communication for Safe Management of the Site
4. The Health & Safety File

######  APPENDICES

1. Site Location Plan.
2. Designated Working Areas
3. Designated Parking Areas
4. Possible Contractor’s Site Set-Up
5. Risk Register from Health and Safety File for Main Build
6. Residual Risk Register from Health and Safety File – Tenant’s Fit-Out
7. Covid-19 Site Working Procedures

**1.0 INTRODUCTION**

This document is the Pre-Construction Information Pack developed for the Refurbishment of 2nd & 3rd floor to include fire protection upgrades to ground, 1st 4th, 5th, 6th, 7th, floors at City College Plymouth, Kings Road, Plymouth, PL1 5QG (“The Project”).

* 1. Health and Safety Standards and Requirements

At all times, the content of the following Pre-Construction Information (PCI) must be read in conjunction with the overriding requirement to comply with The Health and Safety at Work etc Act 1974, and The Construction (Design and Management) Regulations 2015 (CDM Regulations 2015).

Tenderers/Principal Contractors are to make allowance for the necessary resources required to comply with the CDM Regulations 2015 (“the Regulations”). This will include making allowance in the tender for any matters requiring the provision of resources noted in this Pre-Construction Information to discharge his duties and obligations under the CDM Regulations.

Before any work commences on site the Principal Contractor shall produce his **Construction Phase Plan (CPP)** in accordance with the Regulations. This Plan shall be submitted to the Principal Designer (PD) at least five working days before the planned date for commencement of the works. No work shall start on site until the Client is notified that the Construction Phase Plan has been prepared and deemed sufficiently developed.

The Principal Contractor will be responsible for undertaking a review of the design under health and safety both for safely constructing and the health and safety of any occupants. He shall bring to the attention of the Principal Designer any construction that is considered to be of abnormal risk to construct and for which an alternative or variation in design may be necessary.

It is assumed that competent contractors will be familiar with their obligations to comply with the current Regulations for the provision of safe working places and ensure their operatives and subcontractors are fully conversant with appropriate safe working practices. Risk assessments and method statements should be provided where appropriate or specifically requested.

* 1. The Executive Summary

The Tower Building was constructed 1971 comprising with 54,512 square feet over 8 levels of teaching space designed for further education purposes. Much of the space is in need of refurbishment and in particular the need to upgrade the fire protection is important part of this project.

The project comprises the refurbishment of existing teaching spaces for the new T-Level teaching for Healthcare and Business and fire protection works undertaken by the City College Plymouth.

The Principal Contractor should note that suites on adjoining floors within the Premises shall remain occupied throughout the project and the Principal Contractor should take all reasonable steps to minimise noise, dust and other disturbances to the City College Plymouth operations, their staff, Students and visitors.

* 1. Project Goal

*The goal for the project is to adopt a positive Health and Safety culture to ensure the project is completed safely and without incident.*

**2.0 PROJECT INFORMATION**

* 1. The Location and Nature of the Work

The project involves the Refurbishment of 2nd & 3rd floor to include fire protection upgrades to ground, 1st 4th, 5th, 6th, 7th, floors at City College Plymouth, Kings Road, Plymouth, PL1 5QG (“The Project”).

* 1. Project Directory

The Client

City College Plymouth

Kings Road

Plymouth

PL1 5QG

Contact: Dominic Jennings

Email: djennings@cityplym.ac.uk

Tel: 01752 305740

**The Principal Designer**  G Parry Consulting Ltd 5 Verna Place Plymouth PL5 2EJ

Contact: Greg Parry

Email:greg@gparryconsulting.co.uk Tel: 07920 448045

The Principal Contractor – to be confirmed

* 1. Programme (Estimated)

Commencement 3rd June 2024

Completion 16th  August 2024

Overall Contract Duration (Weeks) 11 (allows for out of hours/weekend working)

* 1. Extent and Location of Existing Records and Plans.

Asbestos survey:

Management Survey

R&D Survey

Site Plan

Electronic copies of both Files are appended for information.

The Employer provides no warranty to the Principal Contractor or Contractors as to the accuracy of the contents of these files and the Principal Contractor must carry out their own investigations to check the veracity of this information.

**3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

This section identifies risks involved with the site itself. Standard site risks are scheduled in section

6.2. However, below are site specific risks where each point should be addressed in the Contractor’s Construction Phase Plan.

* 1. Safety hazards including:

Working on existing plant and services

Involves removing, adapting existing or installing new mechanical and electrical services within the Premises.

The Principal Contractor is to provide a survey to establish the location and nature of all live services in the working areas prior to commencement. A suitable ‘making dead’ of services certification shall be in place and noted in the Construction Phase Plan.

Protecting against falls from height

Provide suitable platforms and guarding as required.

Combustible Materials in Voids and Hot Works

The contractor’s specific proposals for any hot works are required for consideration by the Client, Principal Designer and property management before any work with open flames may commence. The use of hot work permits is essential where hot works are contemplated.

Slips/Trips/Falls

Potential for fall from height internally due to steep steps/trip hazards/existing unprotected landings.

Working in a Confined Space

* To be considered in all tight spaces such as service risers. Permit to work system to be adopted
* Temporary lighting may be required in working areas.
	1. Health hazards including:

Biohazards:

Whilst the subject premises were used for the testing of effluent potentially contaminated with Covid- 19 virus the remaining pipework has not been used for several months and the associated biohazards that remain are perceived to be no greater than might be encountered within any normal domestic sewer. Good hygiene practices remain essential.

* 1. Hazardous materials from past or present usage

Hazardous Materials

**Asbestos Surveys supplied**

* 1. Other Hazards

Storage of Dangerous Materials, chemicals etc….

None known.

Other Site Activities

The site will be fully operational and shall be occupied throughout the duration of the works and the Principal Contractor shall ensure that they communicate fully with the Estate Office or their appointed representative throughout the works in respect of any operations which may affect the Students, Staff and Visitors quiet enjoyment of the premises and in particular any elements of the works which constitute a potential risk to the health and safety of the buildings occupants and their visitors.

**4.0 COMMUNICATION REQUIREMENTS FOR DESIGN CHANGES**

Design changes and Development

The Principal Contractor and other designers will be responsible for informing the Principal Designer of any last minute or ongoing changes to the design which have safety implications for the project either in construction or use of the finished construction. The Principal Designer will consider any changes needed to the safety plan arising out of any such changes.

General Circulation

Circulation by Principal Contractor and other contractors of design packages must be part of normal site distribution procedures so that the impact on the overall Health and Safety Plan can be evaluated.

Site Meetings

Development of the Safety Plan is to be an item in the Site Meeting Agenda. The Principal Contractor is to continue the development of the plan as work proceeds. The Principal Contractor should ensure that this development is proceeding in advance of the commencement of work sections, all as set out in the Principal Contractor’s Construction Phase Plan, issued before the commencement of the project. The Principal Designer is to receive copies of site meeting minutes.

**5.0 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

* 1. Construction Process Hazards

Scaffold and Working Platforms

All operations, erection and dismantling of scaffold, working platforms, storage of materials at height, etc shall be conducted and reviewed in order to totally avoid health and safety risks. Scaffold shall be netted wherever appropriate. Materials shall be adequately weighted down. No work is to be undertaken on scaffold prior to obtaining a completed handing-over certificate. All scaffolding is to be inspected by competent persons upon erection and thereafter at weekly (minimum) intervals. Certificates and records of inspections shall be kept on site, maintained by the Site supervisor and be available for inspection. It is noted that scaffolding generally will be located within the site boundary. However, should there be an occasion when scaffolding is bounding a public area special protection should be provided.

Manual Handling

Manual handling of plant and equipment should conform to The Manual Handling Operation Regulations 1992, as amended 2002.

Staff should be segregated from all lifting/dropping operations.

Fire

The proposed works may entail hot works, both soldering and cutting. Such works to be controlled by a permit to work system.

The contractor must agree with the building occupier’s responsible person a methodology for raising the alarm in the event of fire breaking out within the working area and for warning operatives in the event that fire was to occur elsewhere in the building.

* 1. Significant Construction Hazards: The Design

Design Risk Assessments

Design hazards of an abnormal nature to be advised by all designers through their Designer’s risk review documents.

Any operations which entail the breaching of compartment walls or floors or the removal of existing fire stopping material shall be properly made good and the competency of the reinstatement works to resist the passage of smoke and fire certified by the contractor(s) or a competent third party.

* 1. The Workplace (Health, Safety and Welfare) Regulations 1992

The building will continue to be used as a workplace and the designers will need to take account of the requirements of *The Workplace (Health, Safety and Welfare) Regulations 1992*.

**6.0 CLIENT’S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

* 1. Clients Considerations

The client has specified that the following specific site rules be observed for the duration of the project.

**Smoking Policy S**moking or vaping only in the designated smoking shelters.

**Clothing** Hard hat and full safety footwear is to be used. High visibility jackets to be worn.

**Hours of Work on Site** Normal hours are 8am – 10.00pm Monday-Friday. Saturday 8am-12noon

 No Sunday working unless by prior agreement.

**Power Tools** Restricted to 110-volt power rating.

**Supervision** The Principal Contractor is responsible for the supervision of all sub- contractors and any visitors to their site.

**‘No-go’ areas** Contractors to advise employees and sub-contractors in relation to any no go areas during induction.

**Permit to Work System** Where applicable the client may choose to use a permit to work system. For example for hot works or working in a confined space. In this instance this system will be administered by the Principal Contractor.

**Parking Restrictions** Contractor to note the parking restrictions apply and to use only the spaces with your site compound and in particular shall maintain access for emergency vehicles at all times.

**Emergency Procedures** The principal contractor is to liase with the appropriate person to co- ordinate fire evacuation plans and emergency procedures.

**Covid-19** Site Operating Procedures published by the Construction Leadership Council (April 2022 revision appended) to be adopted.

* 1. Management Requirements – CDM Regulations 2015

The client demands that the highest standards of Health and Safety are met and that the Principal Contractor states in his Construction Phase Plan how he will meet his duties under *The Construction (Design and Management) Regulations 2015 (CDM 2015).* The Regulations applicable to the contractor include:

Suitable and Safe Site Access and Egress

Sufficient space for site access and egress is required. This should also be adequately signed. The site office should be located as near to the site entrance as possible do deal with visitors and deliveries effectively. Sufficient access for emergency vehicles is to be maintained at all times. There should be adequate space for the delivery and storage of materials. Storage areas should be well signed, secured and protected. Flammable materials should be stored in separate areas.

Good Order and Site Security

Principal Contractor is responsible for arrangements for housekeeping. The Principal Contractor once taking occupation of the site will be responsible for site security. The Construction Phase Plan should detail measures to prevent unauthorised access to the site. Visiting personnel must be signed in and inducted and site signage must be displayed to warn trespassers of the dangers of the site.

Traffic Routes and Vehicles

The Principal Contractor should make arrangements to segregate Vehicle and Pedestrian Traffic where there is a risk of collision between plant and pedestrians. This can be avoided by segregating their paths using road markings, barriers and signage. Measures should be adopted to prevent a collision and may involve:

* The adoption of speed limits
* Banksman in attendance
* Audible warnings on plant
* Adequate driver and personnel training
* Allowing adequate room for parking and reversing
* Installation of crossing points
* Ensuring vehicle paths are well maintained.

Traffic routes should be of a sufficient size and suitable for the traffic using them. They should also be suitably signed and maintained. Suitable measures should also be taken to prevent a vehicle falling into an excavation or pit.

Prevention of Risk from Fire and Emergency Procedures

Effect on permanent and temporary arrangements - arrangements for temporary closures to be considered. Example’

Suitable and sufficient steps should be taken to prevent, so far as is reasonably practicable, the risk of injury to any persons during the carrying out of construction work arising from-

* + 1. Fire or explosion
		2. Flooding (as applicable) or
		3. Any substance liable to cause asphyxiation

An emergency plan in the event of fire should be included in the Construction Phase Plan that should contain the following information:

1. Details of those at risk of fire
2. Details of fire procedure co-ordination across the site
3. Arrangements for ensuring effective procedures for fire safety is operating during the project? (As required by the Regulatory Reform (Fire Safety) Order 2005
4. Details of how the alarm will be raised
5. Details of temporary fire points and what they will contain (as required)
6. The location of the designated muster point
7. Location of signs indicating escape routes
8. Procedure for keeping existing escape routes maintained clear

Fire exit routes must be sufficiently ventilated, kept clear, well maintained and not used for storage. Good housekeeping is essential to prevent escape routes being obstructed. Signs indicating escape routes, must be kept clearly displayed. The escape routes must be designated in the Safety Plan and considered in the light of the programme of works as local conditions may require local adjustment of a safe route from time to time.

If there is any doubt as to the fire safety arrangements, the Local Fire Safety Officer is to be contacted and requested to inspect and comment upon the arrangements.

* 1. Management Requirements – Welfare

The client has a duty under CDM 2015 to ensure that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase. This includes the provision of:

1. Sanitary Conveniences
2. Washing Facilities
3. Drinking Water
4. Accommodation for Clothing
5. Facilities for Changing Clothing
6. Facilities for Rest

Furthermore, under the Regulations the client shall ensure that the construction phase **does not start** unless he is satisfied that the requirements for the provision of welfare facilities will be complied with during the construction phase.

* 1. Management Requirements – Other Relevant Legislation

The client insists the following legislation is adhered to on this site. These are delegated legislation under the Health and Safety at Work, etc. Act 1974. Please note the list of applicable regulations below is not exhaustive.

Management of Health and Safety at Work Regulations 1999

The Principal Contractor must detail how he plans to carry out risk assessments and method statements for their work and how he plans to ensure that sub-contractors do the same to a sufficient standard.

Working at Height Regulations 2005

The Principal Contractor is to be responsible for ensuring a safe system of work at height is adopted. All work at height is t be in accordance with The Working at Height Regulations 2005 (WAH 2005). As part of these regulations duty holders must ensure:

* All work at height is properly planned and organised;
* Those involved in work at height are competent;
* The risks from work at height are assessed and appropriate work equipment is selected and used;
* The risks from fragile surfaces are properly controlled; and
* Equipment for work at height is properly inspected and maintained.

A competent person is required to carry out certain regular inspections of plant and equipment. The nominated person is to be noted in the Construction Phase Plan and Registers are to be maintained on site.

The Manual Handling Operation Regulations 1992, as amended 2002

All Manual Handling to be carried out strictly in accordance with The Manual Handling Operation Regulations 1992 as amended 2002. Contractor is to consider the load, the individual, the task and the environment in all lifting operations.

Provision and Use of Work Equipment Regulations 1998

All work equipment is to be appropriately inspected, maintained and be provided with the appropriate protective guards or devices. Test certificates must be referred to in method statements and on site procedures where appropriate. Equipment should be stable, used in a well lit area with appropriate warning signs and a clear and unobstructed workspace. Work equipment is only to be used by appropriately trained and competent operatives.

Confined Spaces Regulations 1997

It explains the definition of a confined space in the Regulations and gives examples. It will help you assess the risk of working within a particular confined space and put precautions in place for work to be carried out safely.

Electricity at Work Regulations 1989

Suitable equipment designed for the purpose is to be selected and used according to the manufacturer’s recommendations. Permit to work systems to be adopted for appropriate tasks and protective systems such as residual current devices and reduced voltage systems should be used so far as is reasonably practicable. Control measures for overhead power lines must be installed as the site requires.

Personal Protective Equipment (PPE) at Work Regulations 2016

Employers have basic duties concerning the provision and use of personal protective equipment (PPE) at work. The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Workplace (Health, Safety and Welfare) Regulations 1992

Construction sites are workplaces and should be organised to provide a working environment as described by these regulations.

Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

The Principal Contractor must identify a responsible person and relevant persons affected by the work. Relevant assessments of fire risk and the implementation of preventive and protective measures to be carried out by the responsible persons as required by the RRFSO.

Control of Substances Hazardous To Health Regulations 2002 (COSHH)

Hierarchy of control to be adopted to prevent exposure of persons to hazardous substances.

Control of Asbestos Regulations 2012

Any Asbestos containing materials must be dealt with in accordance with The Control of Asbestos Regulations 2006.

Control of Noise at Work Regulations 2005

Work that creates excessive noise must be in accordance with The Control of Noise at Work Regulations 2005. This places requirements on the employer at certain noise levels.

Control of Vibration at Work Regulations 2005

Work that creates excessive vibration must be in accordance with The Control of Vibration at Work Regulations 2005. This places requirements on the employer at certain vibration levels. Consultation with the workforce is a legal requirement of these regulations.

Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The Principal Contractor is responsible for reporting accidents, dangerous occurrences and cases of reportable disease to the HSE if they occur on site. The Construction Phase Plan should demonstrate how the requirements of RIDDOR will be met.

* 1. Communication for Safe Management of the Site

The following points must be reflected in the Construction Phase Plan. Some may be covered by the Contractor’s own Safety Procedures laid down in their Health and Safety Policy but they must be specifically enforced on this site:

THE PRINCIPAL CONTRACTOR MUST ENSURE THAT:

1. Operatives and subcontractors are fully conversant with appropriate safe working practices and are competent to carry out their work. All must have attended a site safety awareness course. All must have appropriate certificates of competence as required (e.g. operation of plant, scaffolding etc)
2. All those visiting site are inducted and the site hazards communicated.
3. Normal hazards and safe methods of work are covered by risk assessments, COSHH assessments and Method Statements contained in the Construction Phase Plan. These risks are to be communicated to all persons affected by the works.
4. The Constriction Phase Plan is brought to the attention of all operatives and subcontractors working on the site.
5. Arrangements for monitoring and review of health and safety performance are in place.
6. Health and Safety matters are reviewed at site and design team meetings.
7. Personnel execute work with appropriate skills levels for the task being undertaken.
8. An F10 (where necessary) is displayed on site that notifies the Health and Safety Executive (HSE) that the project has commenced.
9. The Contractors Site Manager holds the Construction Industry Training Board (CITB) Construction Site Managers Safety Certificate or be of a similar standard of competence in safety matters.

**7.0 THE HEALTH AND SAFETY FILE**

The Health and Safety File produced at handover of the project should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks and should help them to decide how to work safely. As the work proceeds contractors and designers should be aware of their obligations under CDM 2015 to produce this information.

An example of how a file is structured is detailed below although this list is not exhaustive. The layout and content of the Health and Safety File is to be agreed between the CDM Co-ordinator, Principal Contractor and Client prior to a start on site and included in their Construction Phase Plan.

1. **Introduction and Details of the project Team**

This is produced by NRP and explains the purpose of the file and highlights residual risks identified by the project team.

1. **Architect’s ‘as built’ drawings.**
2. **Structural Engineer’s ‘as built’ drawings and design calculations**
3. **As built drawings – Mechanical and electrical**

Provided by the mechanical and electrical contractors or a sub-designer on their behalf.

1. **Planning Approval, Building Regulations Approval and Completion Certificate.**
2. **Construction materials and products used and O&M Manuals (Building Fabric)**
3. **Construction materials and products used and O&M Manuals (Building Services)**

Details of manufacturer’s name, address and reference numbers for all major building material or components. All necessary information relating to the repair, maintenance, cleaning, alteration, adaptation and servicing of the building both internally and externally. This includes hazard data sheets, COSHH information and operation and maintenance manuals.

1. **Test and commissioning reports (Building Fabric and Services)**

Test, inspection and commissioning certificates for example:

NICEIC Electrical Test Certificates Water Hygiene Certificate

Minor Works GAS SAFE Test Certificates (Or equivalent mechanical works certification) Fire Alarm Test Certificate

Emergency Lighting Test Certificate Energy Performance Certificate SAP Calculations

1. **Location and nature of utilities**

The Principal Contractor should liaise with the architect in order to provide an up to date as built services drawing for the location and nature of utilities.

1. **Guarantees**

Original guarantee documents for all parts of the structure, plant and equipment covered by a manufacturers or installers guarantee.

###### APPENDIX 1 SITE LOCATION PLAN

